

**MINUTES
LIBRARY BOARD OF TRUSTEES**

August 18, 2009
5:00 P.M.
Central Library
7111 Talbert Avenue
Huntington Beach, CA 92648

ROLL CALL:

MEMBERS PRESENT: Miles, Lewis, Budwig, Cox, Croteau and Vogel

MEMBERS ABSENT: Kuperberg

STAFF PRESENT: Beverage, Blassingame

COUNCIL LIAISONS PRESENT: None

PRESENTATIONS/COMMENDATIONS:

MINUTES: July 21, 2009

CHAIR MILES ENTERTAINED A MOTION TO ACCEPT THE MINUTES AS SUBMITTED: SO MOVED BY MR. BUDWIG AND SO SECONDED BY MR. LEWIS. AS NONE WERE OPPOSED, THE MINUTES OF JULY 21, 2009 WERE ACCEPTED AS SUBMITTED.

ORAL COMMUNICATIONS/PUBLIC COMMENTS:

Mr. Richardson Gray, a founding member of the Downtown Residence Association, was present. He distributed copies of a June 23, 2009 Orange County Register article showing results of a survey regarding Main Street park and library, and 75% of the 473 respondents did not want a center to replace the park and library.

ADMINISTRATIVE ITEMS:

Ms. Blassingame distributed the revised Code of Ethics and Acknowledgement of Receipt of Code of Ethics to members of Board for their signature, and collected the Receipts to be returned to City Administration. She also presented June minutes to Vice-Chair Lewis and July minutes to Chair Miles for signature.

DISCUSSION ITEMS:

F-1. Board Effectiveness Training

Ms. Beverage reported that all Board members are available on Saturday, September 12, 2009 to attend Board Effectiveness Training from 9:00 am to 12:00 pm at the Central Library. She will confirm this date with the CALTAC trainer, Jane Jones and send an email to all Board members.

Ms. Beverage added that Mr. Richard Moore will be attending the training as well as an apprentice.

Chair Miles asked if there were any further questions or comments and, there being none, he moved to the next item.

F-2. Strategic Plan Update

Ms. Beverage distributed July 28, 2009, results of the online library surveys for the Board's review. She explained that the main page of the website now has flash screen images to grab the attention of library users, and that a teen survey has been added to the list. Ms. Beverage added that the results of the survey are positive, summarizing that the Central library has the highest usage, most library users visit once a week, and enjoy the services offered. She concluded that the survey will gather data until the end of September, and the results will be included in the information packets given to the Library's Strategic Planning Committee at the October meeting.

Ms. Beverage will provide a final, formal report of the survey results to the Board at the October meeting.

A discussion began regarding various aspects of the surveys, including that the surveys were only offered on the website, that written responses were included, and that a higher response rate would represent a broader range of the population. Additional topics included alternate hard data gathering relating to circulation, computer use and program attendance, at the Central library as well as the branches. Mr. Budwig suggested posting a survey asking library users for input regarding the Genealogy collection. He added that the information could be helpful, and it might bring attention to library users who are not currently aware of the collections existence.

Ms. Beverage provided a brief status regarding the formation of the Library's Strategic Planning Committee, and offered to distribute the draft agenda and meeting dates at the October Board meeting.

Chair Miles asked if there were any further questions or comments and, there being none, he moved to the next item.

F-3. FY 09/10 City Budget

Ms. Beverage reported that the City Council has reviewed the FY 09/10 Budget for the City of Huntington Beach during two study sessions held prior to City Council meetings and the Budget is scheduled for presentation to the City Council for approval and adoption at the September 8, 2009 meeting. She added that the Library Services Department has taken substantial cutbacks in Temporary Salaries and Materials.

Chair Miles asked if there were any further questions or comments and, there being none, he moved to the next item.

F-4. Pay Phone/Cell Phone Ordinance.

Ms. Beverage reported that all public access pay telephones were removed from the Library in July by Verizon due to low usage. She explained that she is working with the Information Systems department to install a local in-house phone line for library user use in the event of an

emergency. Ms. Beverage suggested the possible revision of the current Cell Phone Ordinance. A discussion began regarding the benefits and drawbacks of revising the Ordinance. Topics included staff issues and impact, other library policies and designating a specific area within the Central library where visitors could use cell phones.

MR. BUDWIG MOVED THAT THE LIBRARY BOARD SUPPORT THE AMENDMENT OF HUNTINGTON BEACH CITY ORDINANCE 3659 TO ALLOW FOR A DESIGNATED CELL PHONE AREA IN HUNTINGTON BEACH PUBLIC LIBRARIES TO BE DETERMINED BY THE LIBRARY DIRECTOR. MR. LEWIS SECONDED THE MOTION. ALL BOARD MEMBERS WERE IN FAVOR. AS NONE WERE OPPOSED, THE MOTION PASSED UNANIMOUSLY.

Ms. Beverage will speak with City Administrator Wilson and the City Attorney's office regarding the Amendment of the Ordinance.

Chair Miles asked if there were any further questions or comments and, there being none, he moved to the next item.

F-5. Library Policy Development.

Ms. Beverage reported on the development of various library policies to provide staff direction and consistency in the philosophy of the organization, including a Behavior policy, an Unattended Children policy and a Collection Development policy. She worked closely with the Management Team as they identified key issues, drafted policy language and provided input from library staff members. She added that as each policy has been finalized, it has been posted on the Library's Intranet for access by all staff.

Ms. Beverage asked the Library Board if they would like to view the policies, a few at a time beginning with the October meeting, and the Board was responsive. It was agreed that Ms. Beverage would begin providing the Board members with two or three finalized policies at upcoming meetings. She also offered to email a list of all finalized policies to the Library Board before the October meeting.

Chair Miles asked if there were any further questions or comments and, there being none, he moved to the next item.

INFORMATION ITEMS:

Ms. Blassingame distributed the Children's programs and the Oak View library programs update. Ms. Beverage reported that the Children's Summer Reading Program had over 5,000 participants, and the Adult and Teen programs had over 600.

COMMITTEE REPORTS:

Library Support Organizations:

Ms. Blassingame distributed the Friends of the Library quarterly newsletter and the September Author luncheon information.

Mr. Budwig distributed the Genealogy schedule to the members of the Board and reported on some of the September and October workshops.

CALTAC:

There was nothing new to report at the time of this meeting.

LIBRARY BOARD COMMENTS:

Ms. Croteau commented on the possibility of moving the book stools in the Children's area to the ends of the aisles so visitors wouldn't trip over them. Ms. Beverage replied that she would follow-up with the Children's librarians.

Ms. Vogel reported that she is now a member of the CALTAC listserv and can provide CALTAC updates at future meetings.

STAFF COMMENTS:

Ms. Beverage offered to distribute an article from the Association of Planning Commission titled "Libraries as Economic Generators." She also reported that she and some members of the Friends of the Library are working on fundraising ideas, which are in the beginning stages of development.

ADJOURNMENT: Chair Miles entertained a motion to adjourn the meeting. Ms. Cox made a motion to adjourn the meeting and Mr. Budwig seconded the motion. There being no more business, the meeting was adjourned.

Respectfully submitted by,

Ben Miles, Chair